



Family Law (Divorce) Policy and Procedures Check-List:

- Meet with potential client
- Ask the potential client to enter into a written pro bono client agreement
- Send a copy of the signed client agreement to FBLC
 - Via email: info@fortbendlawyersCARE.org
 - Or via fax: 281-239-8123
- Have the client complete a Divorce Questionnaire
 - FBLC volunteers are available to assist with gathering this information.
 - Via email: info@fortbendlawyersCARE.org
 - Via phone: 281-239-0015
- Prepare an Original Petition for Divorce.
 - If your client is the Respondent, prepare an Answer to the Original Petition for Divorce.
- File the Petition for Divorce or Answer
 - If requested to pay a fee, submit
 - 1) An affidavit of indigency and
 - 2) An IOLTA indigency certificate
- Give Legal notice
 - Submit an Affidavit for Proof of Notice to the court
- Prepare Discovery
 - Financial information sheets
 - Sworn Inventory
 - All necessary Discovery Requests or Responses
- Attend mediation as ordered
- If there are Children of the Marriage prepare
 - A Possession and Access Order,
 - A Medical Support Order
 - A Child Support Order
 - An Order to Withhold Earnings for Child Support
 - A Parenting Plan
 - Remind your client to attend a parenting class
- Prepare the final Divorce Decree

- Request that court costs and legal fees be assessed against the husband
- Schedule a final hearing date
- Finalize the divorce at the Hearing
 - If Child Support or Spousal Support is ordered, setup a child support account with Texas Attorney General's Office
 - Issue the child support withholding order
 - Give copy of the Court Orders to all parties
- Notify FBLC of the outcome of the hearing; submit your hours and billing rate
 - Via email: info@fortbendlawyersCARE.org
 - Via phone: 281-239-0015

This checklist can also be found on our website; www.FortBendLawyersCARE.org.
Under Forms, Divorce